

## **Amended Schedules (May include Summary of Schedules)**

Note: A fee is due when the amended schedules are filed in order to add creditors, delete creditors, change the amount of a debt, or change the classification of a debt.

### **Instructions:**

#### ***Step 1 - File Amended Schedules***

**Select** *Bankruptcy*

**Select** *Miscellaneous Activities*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Amended Schedules \(May include Summary of Schedules\)](#)

**Select** Party.

- Party filer not listed, Add/Create New Party.

**Browse, verify and attach** the correct pdf file.

- Add attachments, if applicable.
- If amending schedules to add creditors, attach amended mailing list to avoid being charged the fee twice.

**Select** each of the schedules you are amending

**Enter** the dollar amount in the field(s) as prompted

**Review** message

- If your amendment is not for one of the reasons given in the Note above, please contact the financial deputy

**Select** Appropriate Event to which this event relates

- Category: misc
- Schedules (may have been included in Voluntary Petition and Accompanying Documents entry)

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.

***Continued on next page...***

***Step 2 - Add additional creditors*** *(for creditors added on Schedule D, E, or F)*

- Creditor Maintenance - enter creditors individually OR
- Upload creditor matrix - text format only